

***The Missouri State Library works to strengthen
libraries and library leadership in Missouri communities
and strives to ensure Missourians have equal access to library service.
--Missouri State Library Mission Statement***

The Library Services and Technology Act (LSTA), the major federal grant program for libraries, is provided through the Institute of Museum and Library Services (IMLS). It is a state-based program with a mandate:

- to use technology to bring information to people in innovative and effective ways
- to assure that library service is accessible to all, especially those who have difficulty using the library
- that emphasizes public libraries, but encourages interlibrary cooperation and partnerships with all types of libraries
- that emphasizes accountability and evaluation for all funded projects

IMLS has identified four purposes and six priorities for the use of Library and Services Technology Acts (LSTA) funds.

LSTA Purposes

1. **Consolidate Federal Library Services:** Consolidate Federal library service programs
2. **Improve Library Service:** Promoting improvement in library service in all types of libraries in order to better serve the people of the United States
3. **Cultivate an Educated and Informed Citizenry:** Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry
4. **Encourage Resource Sharing:** Encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public

LSTA Priorities

1. **Expanding Services for Learning:** Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages
2. **Developing a Strong Technology Infrastructure:** Developing library services that provide all users access to information through local, State, regional, national and international electronic networks
3. **Providing Online Access to Materials:** Providing electronic and other linkages among and between all types of libraries
4. **Developing Partnerships:** Developing public and private partnerships with other agencies and community-based organizations
5. **Supporting an Educated and Informed Citizenry:** Targeting library services to individuals of diverse geographic, cultural and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
6. **Serving the Underserved:** Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with income below the poverty line

The Missouri State Library administers the grant program to all types of libraries in Missouri based on the purposes and priorities of LSTA and developed from the goals and outcomes identified in *Missouri State Library LSTA Program: Five-Year Plan for Years 2008 to 2012*.

Missouri State Library LSTA Five-Year Plan Goals

1. **Technology Challenges and Opportunities:** Missouri libraries will provide robust, reliable and secure access to information to meet the needs of all Missourians by utilizing efficient and effective telecommunications and technology capable of reaching the patron at the point of need, promoting good use of staff time, working well within a network environment and able to adapt to technological advances as needed.
2. **Access to Electronic Content:** Enable residents to locate and easily use electronic content by providing databases and content in various formats, as well as training and tools for searching and using it effectively.
3. **Access to Library Materials:** Libraries will have technology that supports construction of a statewide union catalog, searching and discovery of materials not in their local collections, patron-initiated borrowing and a courier service to provide low-cost, efficient delivery of materials from other libraries.
4. **Cultural Heritage and Digitization:** Expand Missouri's cultural heritage digitization infrastructure in order to involve more stakeholders, digitize more historical materials and make them accessible to more user communities via the Internet.
5. **Program Services:** Strengthen and expand both quality and availability of library services appropriate to meet the educational, cultural, intellectual, personal and social development needs of Missourians, particularly persons with difficulty using the library and underserved rural and urban areas.
6. **Childhood Education and Support:** Strengthen reading and homework support services to Missouri's school children.
7. **Collaboration and Cooperation:** Provide library staff access to information about innovative programs, regional cooperatives, partnerships between other libraries and community agencies.
8. **Statewide Services:** Provide every Missouri citizen with library service by helping citizens extend tax-supported library service to each county in Missouri or to expand existing city libraries into county districts where no prior county library exists, and to ensure that those library services are provided in an effective and efficient manner to expand services to maximum resource capacity.

In evaluating the needs of the Missouri library community in light of the LSTA purposes and priorities, the Missouri State Library submitted a plan to IMLS which would provide funding for competitive grant opportunities. Libraries seeking grants will be asked to identify which LSTA priority and Missouri State Library goal are addressed through the project and give specific examples of how the project will meet its identified need.

LSTA GRANT APPLICATION GENERAL INSTRUCTIONS

- Applications should be typed. Narrative portions should be single-sided and double-spaced on 8 ½ X 11 white paper. Do not use binders, folders, notebooks, or staples.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. Number the pages. The application form and instructions may be photocopied as needed.
- Answer all questions. Failure to give the required information may eliminate an application from consideration.
- Double-check all math in the budget portion.
- Signatures must be included or the application will be ineligible for consideration.
- Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Application must remain single-sided. Do not photocopy the application front and back.
- Submit the original completed application forms and **TWO ADDITIONAL COPIES** to facilitate the application review process.

LSTA GRANT APPLICATION ITEMIZED INSTRUCTIONS

Part I: Application Form

- *Project number:* Leave blank.
- *Name of library:* Give the official, legal name of the library.
- *Federal Tax I.D. Number or Missouri Vendor Number if different:* Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is the Missouri Vendor ID number under which payments should be made. If unsure of the identification number, contact the Missouri State Library for assistance.
- *Address:* Give the physical and, if different, the mailing location of the library.
- *City, County, Zip Code:* Give the city, county and zip code of the library
- *Library Director:* Give the name of the director of the library or library system.
- *Library Director E-Mail Address and Phone Number:* Give e-mail address and phone number of the Library Director
- *Project Director or Continuing Education (CE) Participant:* Give the name of person who will oversee the project and serve as a contact for reports or the person who will be attending the continuing education event.
- *Project Director/CE Participant E-Mail Address and Phone Number:* Give e-mail address and phone number of the Project Director or CE Participant.
- *Project Title or CE Activity:* Provide a brief title for the project, program or continuing education activity
- *CE Activity Date(s) and Location:* Provide the date(s) and location of the CE event.
- *Additional participating agencies or institutions in the project:* Give the name of other entities partnering with the library for this project.
- *Total population of library's legal service area:* Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of continuing education attendees, program participants or people who will be served by this project:* Give the number of people anticipated to benefit from the project or in the instance of a continuing education or program activity for a group, the anticipated number of people who will attend the event(s)
- *LSTA Funds Requested:* Show the total amount of LSTA grant funds being requested. Round to the nearest dollar.
- *Local Match:* Show the total amount of local funds to be used for the project. Round to the nearest dollar.
- *Project or CE Description:* Provide a concise description of the project or CE activity, not to exceed 250 words and include the desired outcomes or knowledge to be gained.
 - In one or two sentences state the problem
 - In one or two sentences identify the goal of the project, what is hoped to be achieved. It should explain the direct benefit to the individual and/or community
 - In one or two sentences identify the solution, what will be done to solve the problem
 - The remainder of the proposal will provide the details

Part II: Program Narrative

This is the most important part of the application. Attach additional sheets with responses. Organize the narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to the back of the application following the signature page. If the library is working with a community partner, attach a letter explaining the project resources provided by that partner. A letter must be included for each partner.

Part III: Budget Worksheet and Budget Narrative

Fill in the budget worksheet provided with the application to create a line-item budget to be submitted with the budget narrative. Round all figures to the nearest whole dollar. Check all math. The amounts should match the figures provided on the budget summary estimates on page one of the application.

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Requests for speaker/presenter costs must include fees and a thorough summary of travel expenses. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Be sure LSTA funded items are fully justified and project specific. Budget categories and descriptions are provided below. Note that grants will vary as to the budget categories that will be eligible for funding as well as local match requirements.

BUDGET CATEGORY	DESCRIPTION
Library Materials	Books, non-print items, software. Available only to public libraries. Maximum of LSTA funding allowed is \$500. Requires a 50%, dollar-for-dollar match.
Equipment and Operating Software	Hardware such as computers, printers, whiteboards; operating software such as print/management
Furniture	Desks, chairs, tables, etc. essential to the delivery of services, especially to meet the needs of special populations
Contractual Services	Hiring an agency or individual on contract May include technology support, ADA accommodations, etc.
Personnel	Salaries and benefits for additional library staff or additional staff hours for existing, part-time staff
Public Relations	Project specific associated costs such as advertising media including magazines, newspapers, radio and television, direct mail, exhibits, bid announcements, electronic or computer transmittals, flyers, posters, brochures, etc. See 'Clarifications on Allowable Costs' on page 6.
Supplies	Consumable items used during the project. Paper, art materials, toner, etc. Also include manuals or workbooks needed to plan and implement projects or for Web-based CE activities. Video gaming consoles and accessories are eligible only for public libraries and have a maximum LSTA funding of \$500 and requires a 50%, dollar-for-dollar match.
Travel	Mileage, lodging, airfare, meals, taxi, shuttle, etc. Mileage may be estimated at \$0.50 per mile. Other travel costs generally must be within the Domestic Per Diem Rates Guidelines (CONUS) established by the United States General Services Administration.
Continuing Education for Individual Staff Member	Workshop or conference registration fees
Other	Items that do not fit into any of the above categories but are necessary to bring the project to successful completion.

Part IV—Certification and Signatures

Signature of CE Participant (if applicable): Used if the grant application is for an individual continuing education participant. **Use blue ink.**

Signature of Library Director: The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink.**

Signature of Library Board President or Authorizing Authority: The library board president or other authorizing authority must sign the application form, **in blue ink.** This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board, school, or academic institution understands and approves the intent of the grant and will allow the designated project director or CE participant to oversee the project or attend the training.

Signature of School Principal or Superintendent (school library applicants): The school principal or superintendent must sign the application form, **in blue ink.** This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the school understands and approves the intent of the grant and will allow the designated project director or CE participant to oversee the project or attend the training.

Application Review

The following checklist will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
LSTA priority and Missouri State Library goal identified				
Project addresses the identified need(s)				
Application identifies a specific audience				
Application demonstrates strong project plan and manageable timeline				
Appropriate and proactive promotional strategies				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience				

Definitions

A **public library** is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

A public elementary school or secondary **school library** is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

An **academic library** is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

A **special library** is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

A **library consortium** is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Clarifications on Allowable Costs

General Purposes: The State Library receives funds for this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow the State Library to use LSTA funds in support of library management activities including leadership development, staff management, fundraising, advocacy, general marketing, or library design, redesign, space planning and construction.

Advertising: Advertising media includes magazines, newspapers, radio and television, direct mail, exhibits, bid announcements, electronic or computer transmittals, etc. Eligible as long as funds are used to promote the specific program detailed in the grant application and not the library in general.

Public Relations: Specific expenses involved in a project to inform the public or the press about the specific project. Public relations costs, such as brochures, bags and bookmarks, promoting a specific project are allowable. The items should provide concrete information about the program such as gives name and date of the program, specifies targeted audience, how to register, etc. Unallowable items are those that give a general message such as "come to the library and read...we have good books." Also ineligible are costs associated with awards, models, gifts, and souvenirs even if they are specific to the program.

Promotional Items: To be eligible as a supply, the items must clearly be educational and/or informational in nature. The context of the item is paramount. Applicants should be able to clearly show how an item will legitimately relate to and be used as an integral part of an educational component of the program. Items cannot be purely award, prize, or incentive oriented.

Performers: Eligible if there is an educational or informational component that incorporates the theme and has a library tie-in. Think "informances" rather than "performances". Book talks, displays, etc. can help to tie all elements of the program together.

Refreshments: Generally considered as part of entertainment and not integral to the program. Exceptions: breaks and meals associated with an extended **training** opportunity that lasts a minimum of 4 hours. Training for staff must involve participants from outside their own library or library district. The budget for food expenses must meet State purchasing guidelines. To find the approved per diem rates for food in Missouri, go to: http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2009&contentType=GSA_BASIC&contentId=17943&queryState=Missouri&noc=T. Please note the \$3.00 maximum for incidentals should be used when requesting food for breaks.